



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PUBLICATIONS & GRAPHICS BUREAU

**TERM CONTRACT**

VENDOR

**Pit Printers of Butte**  
**2717 Ottawa**  
**Butte Mt 59701-6211**

CONTRACT  
NUMBER

**139-98-L**

CATEGORY

**2-Color Standard Printed Letterhead**

DESCRIPTION

EFFECTIVE  
DATES

From

**July 1, 1997**

To

**June 30, 1998**

**2-COLOR STANDARD PRINTED LETTERHEAD**

ORDERING INFORMATION

CONTRACT  
VENDOR

Pit Printers of Butte  
2712 Ottawa  
Butte, MT 59701-6211  
  
Phone: 406-723-0005

AGENCY  
CONTACT

Wally Maroney

DELIVERY ➤ Within 21 calendar days from receipt of individual orders

F.O.B. ➤ Destination

TERMS ➤ Net

**REMARKS:**

**First Year of Contract**

CONTRACT VALIDATED BY:

DATE

PUBLICATIONS & GRAPHICS BUREAU  
DEPARTMENT OF ADMINISTRATION  
920 FRONT ST - P.O. BOX 200132  
HELENA, MT 59620-0132

INVOICES SHALL BE FURNISHED IN TRIPPLICATE

**2-COLOR STANDARD PRINTED LETTERHEAD**

Requirements for the period of July 1, 1997 through June 30, 1998.

Bidder and the State of Montana, Publications & Graphics Bureau agree that this contract may, upon mutual agreement, be extended in one (1) year intervals for a period not to exceed two (2) additional years. This extension is dependent upon legislative appropriations and in no case may a contract run longer than a three (3) year period. This contract may be extended for one (1) year intervals according to the terms of the existing contract. This is the first (1) year of the contract.

The intent of this contract is to provide state agencies with an expedited means of procuring supplies and/or services. This contract is for the convenience of state agencies and is considered by the Publications and Graphics Bureau to be a "non-exclusive" use contract. Therefore, agencies may obtain this product/service from sources other than the contract holder(s) as long as they comply with Title 18 MCA and their delegation agreement. The Publications and Graphics Bureau does not guarantee any usage.

The State of Montana reserves the right to cancel this contract at any point during the terms of the contract upon thirty (30) days written notification to the contract holder.

All invoicing and correspondence regarding the contract shall bear reference to the contract number.

A tabulation of transactions relative to the contract shall be furnished by the contractor to the Publications & Graphics Bureau upon request at any time during the contract period.

**Delivery:**

All orders shall be delivered FOB to the ordering agency, no longer than 21 calendar days after contractor's receipt of written order.

Three or more documented occurrences of late delivery shall be valid cause for cancellation of the contract.

**Copy:**

All letterhead produced by the contractor shall be from camera ready copy provided. Camera ready copy shall be returned with the invoice. Payment shall be withheld by customer for failure to return copy. If copy is not subsequently returned after ten (10) days written notification to the vendor, the customer reserves the right to deduct the amount of twenty-five dollars (\$25.00) from the invoice for replacement of artwork.

**Overruns:**

Overruns shall not exceed 10% of individual orders. Payment shall not be made on excesses beyond that amount.

**Ordering:**

All orders for letterhead shall be processed through Publications & Graphics Bureau. The contractor shall not accept any orders not placed through the Bureau.

**Letterhead Specifications:**

Size: 8-1/2 x 11 inches

Stock: 20#, 25% cotton recycled bond, white (10% Post Consumer Waste)

Printing: Prints face only reflex blue and PMS 871 gold.

<b><u>500</u></b>	<b><u>1M</u></b>	<b><u>2M</u></b>	<b><u>2500</u></b>	<b><u>5M</u></b>	<b><u>10M</u></b>	<b><u>Add'l/M's</u></b>
\$50.50/Lot	\$69.50/Lot	\$47.00/M	\$40.00/M	\$33.00/M	\$28.50/M	\$23.75/M

Letterhead requiring close registration; such as two-color State Seal:

<b><u>500</u></b>	<b><u>1M</u></b>	<b><u>2M</u></b>	<b><u>2500</u></b>	<b><u>5M</u></b>	<b><u>10M</u></b>	<b><u>Add'l/M's</u></b>
\$50.50/Lot	\$69.50/Lot	\$47.00/M	\$40.00/M	\$33.00/M	\$28.50/M	\$23.75/M

Letterhead requiring a screened background State Seal at 3% value: **No Charge**